

MONTANA WETLANDS LEGACY PROJECTS
CONTRACT NUMBER: SPB04-878P-C
DUCKS UNLIMITED, INC.

ATTACHMENT B
COST PROPOSAL

SECTION 5: COST PROPOSAL

5.0 PRIME CONTRACTOR COSTS

The offerors must provide the professional hourly rates for personnel who may work on this contract. Identify each professional rate for key project individuals and include staff who may not be identified in the staff qualification section of the proposal. Professional rates are for calendar year 2004. New negotiated rates can be established in one-year time increments. In addition to professional hourly rates, the offeror must identify costs of doing business that are typically invoiced to clients and identify all pass-through fees assigned to these costs. Sample Price Sheets to be used for proposal submission are found in Appendix C. Example costs that may be invoiced are professional time, photocopies, long distance telephone calls, computer time, administrative time for billing, postage, and any other typical costs that may be incurred. In cases where the exact cost cannot be determined (e.g., a long distance telephone call), state how you will bill the cost.

The State will pay the following travel rates:

Lodging – reasonable rates;

Meals – state rates as defined in Administrative Rule, currently \$5.00 morning, \$6.00 midday and \$12.00 evening meals;

Passenger car mileage – not to exceed \$0.345/mile;

No billing for air travel is allowed.

See Appendix C for costs price sheets for Ducks Unlimited, Inc. as Prime Contractor and subcontractor for revegetation work.

DU personnel costs are categorized as Hourly Rate Charges (HRCs). The HRC calculation includes actual compensation, fringe benefits, direct office costs, and direct conservation support costs from DU national headquarters. The HRC is calculated using the Direct Allocation Method under Office of Management and Budget Circulars. The HRC calculation is determined in accordance with the Federal Circulars by the DU controller, is reviewed and approved by the DU Chief Financial Officer and is audited by external financial auditors on an annual basis.

DU has a detailed accounting system that allows expenses to be identified and linked to individual projects. DU personnel also use a database to track time spent administering, designing, constructing, surveying, managing, monitoring of projects and travel to and from projects. The travel time is allocated to each project and if travel times include more than one project it is allocated based on the hours spent on each project.

5.1 SUBCONTRACTOR COSTS

Offerors must supply detailed cost lists for each subcontractor they propose to use following the format found in the Sample Price Sheets, Appendix C. Heavy equipment costs must be summarized for both operator and equipment rates. The rates quoted in the proposal should be rates that have been billed in the recent past.

NOTE: heavy equipment rates may be negotiated on a project-by-project basis for the type of equipment, prevailing rates, and statutory requirements (e.g., Davis Bacon Act).

See Appendix C for subcontractor price lists from three subcontractors that have been contracted by DU for wetlands restoration work in Montana in the past. DU maintains a list of 170 contractors interested in doing wetland restoration work for DU.